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The Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Record Librarians establishes standards for medical record technician education, surveys and approves educational programs, and publishes lists of approved programs. The standards presented are intended as a guide for program development and relate to organization and administration, services and facilities, faculty, educational program, admission to the approved list of schools, and general information. Programs established in colleges or hospitals should be at least nine months in length and should provide for the
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acquisition of the following skills: (1) registration of patients, (2) numbering, filing, and preserving records, (3) assembling and analyzing records for completeness and accuracy, (4) collecting data for statistical purposes and preparing statistical reports, (5) maintaining and using indexes of patients, physicians, diseases and operations, (6) transcribing medical reports, (7) coding diseases and operations, (8) using information from records, (9) recording and reporting vital statistics, and (10) adapting secretarial skills to the work of the medical record technician. Lecture hours should total 195, laboratory 90, and directed practice 540. (JK)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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# ESSENTIALS OF AN ACCEPTABLE SCHOOL FOR MEDICAL RECORD TECHNICIANS

Approved by the Council on Medical Education of the
American Medical Association

in collaboration with the
American Association of Medical Record Librarians

Revised to December, 1965

ED 026472

The Council on Medical Education of the American Medical Association in collaboration with the Committee on Education and Registration of the American Association of Medical Record Librarians establishes standards for medical record technician education, surveys and approves educational programs for students in medical record technology, and publishes lists of those programs which are acceptable for the information of hospitals, colleges, medical schools, physicians, prospective students, and for the protection of the public.

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These standards are to be used as a guide for the development of an effective technical education program for the practice of medical record science. The general principles to be followed in the establishment of programs for medical record technicians as outlined in the following sections, should be observed.

The objectives of a training program for medical record technicians are to help the student gain an understanding of the significance of the work of the Medical Record profession, and of the place of the medical record librarian and medical record technician within it; to help him acquire the skills and knowledge to become a competent medical record technician; and to guide him in the development of conduct and attitudes that will be expected of him as a member of the health team.

## I. Organization and Administration

1. Technical educational programs may be established in colleges accredited by their respective regional associations, provided that hospitals suitable for directed experience are available. Educational programs of no less than the equivalent of nine months study may also be established in hospitals for students whose education meets the requirements outlined in item 18. Hospitals involved in educational programs should be acceptable to the Council on Medical Education and should be accredited by the Joint Commission on Accreditation of Hospitals.

2. Financing of the educational program should not depend solely upon student tuition fees but should be assured through stated college or hospital budgets, gifts or endowments in the same proportion as other technical educational programs sponsored by the institution.

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3. The director of the program, whose qualifications are acceptable to the Council on Medical Education shall be responsible for the organization and administration, periodic review, continued development and general effectiveness of the educational program. In carrying out these functions, he shall be guided by the standards set forth in these Essentials, and by the established policies of the institution or institutions concerned. Schools may wish to appoint an advisory committee to assist in formulating these policies.

4. A bulletin describing the curriculum should be issued at least biennially. It should include information regarding the organization of the program and a listing of required courses, entrance requirements, tuition, and fees, and the information concerning hospitals and facilities used for directed practice experience.

5. In colleges, selection of students should be made by the admissions office in cooperation with those responsible for the educational program in accordance with the generally accepted practice of the school. In hospital sponsored programs, selection of students should be made by an admissions committee in cooperation with those responsible for the educational program. Admissions data should be on file at all times in

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colleges or hospitals sponsoring the program. All applicants should be required to submit adequate evidence of satisfactory physical and mental health.

6. A record of class participation and accomplishment of each student should be kept in accordance with the college or hospital requirements. A detailed analysis of the laboratory experience and directed practice of each student should be on file.

7. Copies of the course outlines, class schedules, directed practice schedules and teaching plans should be on file in colleges and hospitals, and open for review.

## II. Services and Facilities

8. A student health service should be available for evaluation and maintenance of mental and pitals, and open for review.

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8. A student health service should be available for evaluation and maintenance of mental and physical health.

9. A counseling service should be available for student guidance.

10. Library facilities should be readily accessible and should contain an adequate supply of books, periodicals and other reference materials related to the curriculum.

11. Appropriate equipment and supplies should be provided in sufficient quantities for demonstration and student participation. Classroom facilities should be available. Charts, models, slides, films, sample files, specimens and other appropriate teaching aids should be provided.

12. A medical record department (or departments) should be designated as the primary teaching unit for demonstration, student observation, and initial directed practice experience. The directed practice material provided in the primary teaching units should include functions and standards of procedure of sufficient scope to illustrate generally accepted medical record practice.

13. In addition to the primary directed practice teaching unit other medical record departments may be used for directed practice experience. These medical record departments should be in institutions or agencies which have sufficient qualified, experienced medical record personnel, adequate equipment and directed practice material to provide the type and amount of experience for which the student is assigned. Each of these departments should be under the direction of a medical record librarian whose qualifications are acceptable to the Council on Medical Education.

## III. Faculty

14. The instructional staff should be qualified through academic preparation and experience to teach the subject (or subjects) assigned. A planned program for upgrading of faculty should be provided.

15. The director or coordinator of the program should have a baccalaureate degree, registration with the AAMRL, and three years experience in the general practice of medical record science; or other appropriate educational qualifi-

planned program for upgrading of faculty should be provided.

15. The director or coordinator of the program should have a baccalaureate degree, registration with the AAMRL, and three years experience in the general practice of medical record science; or other appropriate educational qualifications or experience satisfactory to the two bodies concerned with accreditation.

16. The instructional staff should include one or more qualified medical record librarians. Sufficient staff should be available to instruct, counsel and supervise in the various facets of the educational program. The student-instructional staff ratio should at least be in the same proportion as similar technical education programs sponsored by the educational institution.

17. In each directed practice area, there should be qualified personnel with adequate experience in the specialized areas of medical record practice to which the students are assigned under the general direction of the director of the program.

## IV. Educational Program

18. Admission Requirements: Candidates for admission should have completed the requirements for high school graduation or should have passed a college entrance examination for admission to an accredited college or university. They should be proficient in typing. A background in mathematics and the biological sciences would be advantageous.

19. Technical Curriculum: The curriculum shall be designed to assure that students develop an appreciation of their working relationships to medical and paramedical personnel. They shall acquire an understanding of the contents of medical records, and of the ethical and legal principles governing their use.

Incorporated in the program for the preparation of medical record technicians should be planned laboratory experiences and directed practice which provide a transition from theory to application. These activities should include both laboratory practice and field assignments, case studies and similar educational designs which allow for the application of previous and on-going technical learning under the direction of competent instructors and practitioners.

The course of training should include not less than nine months of theoretical instruction and practical hospital experience, in order that students acquire the following technical skills:

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The course of training should include not less than nine months of theoretical instruction and practical hospital experience, in order that students acquire the following technical skills:

1. Skills in registration of in and outpatients.
2. Numbering, filing, and preservation of medical records.
3. Assembling and analyzing medical records for completeness and accuracy.
4. Collecting medical care and census data for statistical purposes, and computing and preparing of statistical reports.
5. Maintenance and use of indexes of patients, physicians, diseases and operations.
6. Transcribing medical reports.
7. Coding of diseases and operations by the *Standard Nomenclature of Diseases and Operations* and the *International Classification of Diseases Adapted.*
8. Proper use of information from medical records.
9. Recording and reporting of vital statistics.
10. Adaptation of secretarial skills to the work of the medical record technician.

## THEORETICAL INSTRUCTION

Theoretical instruction may be presented by formal lectures, and informal conference, or seminars, and should include the following:

Medical Terminology ..... 45 clock hours lecture
(Prefixes, suffixes, roots, abbreviations, disease, operative and drug terms. A study of terms related to all areas of medical science, hospital service, and the paramedical specialties.)

Anatomy and Physiology ..... 60 clock hours lecture

Medical Record Science ..... 90 clock hours lecture
- 90 clock hours laboratory
(Orientation to the hospital and the medical record department, obtaining, preserving, and using medical records, coding according to SNDO and ICDA, statistics, legal aspects of medical records, ethics.)

195 clock hours lecture - 90 clock hours laboratory

## DIRECTED PRACTICE (Practical Experience)

Practical experience should be provided of sufficient quality and scope to prepare the student for active participation in the performance of technical duties in the medical record department. Repetitive activities which do not advance the skills of the students should be avoided.

Admitting Procedures

Admitting Office ..... 20 clock hours
Authorization for admission, interview and recording of sociological data, assignment of hospital number, preparation of admission forms and registers.

Medical Record Department ..... 40 clock hours
Preparation of index cards, chart folders, correlation with previous records, maintenance of patient index.

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Medical Record Department ..... 40 clock hours
Preparation of index cards, chart folders, correlation with previous records, maintenance of patient index.

Machine Transcription ..... 120 clock hours
(including reports and record systems of adjunct service departments)

Statistics ..... 60 clock hours
Daily, monthly and annual reports; daily census; vital statistics, birth and death certificates.

Discharge Procedures ..... 100 clock hours
Assembling records, checking for completeness, daily analysis, record completion procedures.

Coding and Indexing ..... 100 clock hours
SNDO and ICDA coding, maintenance of diagnostic, operative, physicians indexes.

Legal Aspects ..... 20 clock hours
Subpoenaes; taking records to court; preparing records for court; release of information.

Secretarial Practice ..... 80 clock hours
Correspondence; medical abstracts; insurance reports; receptionist and and telephone functions; contact with public and hospital staff.

Total - 540 clock hours
Directed Practice

The above directed practice outline does not constitute absolute clock hour requirement, but is intended as a guide for the organization of the educational program.

## V. Admission to Approved List

20. Application for approval of schools for medical record technicians should be made to the Council on Medical Education of the American Medical Association, 535 North Dearborn Street, Chicago, Illinois 60610. Forms will be supplied for this purpose upon request.

21. Approval may be withdrawn whenever, in the opinion of the Council, a school does not maintain an educational program in accordance with the above standards, or has not been in operation for a period of two consecutive years.

22. Approved schools should notify the Council on Medical Education whenever personnel or major curriculum changes occur in relation to the administration of the school.

## VI. General Information

23. Inquiries regarding accreditation of Medical Record Technicians and careers in the field of medical record science should be addressed to the American Association of Medical Record Librarians, 840 North Lake Shore Drive, Chicago, Illinois 60611.